

**Send to  
School**

**Guaranteed Education Tuition Program**  
**P. O. Box 43450 • Olympia, WA 98504-3450**  
**1-800-955-2318 • Fax 1-360-704-6200**  
[www.get.wa.gov](http://www.get.wa.gov) • Email: [BenefitsInfo@hecb.wa.gov](mailto:BenefitsInfo@hecb.wa.gov)



## School Invoice Authorization Form

### *In-State Public Schools*

*Submit to school and keep a copy for your records*

<b>School Name (In-State Public School)</b>	
<b>Student Information</b>	
Student Name	Student SSN (please include on invoice to insure proper billing)
GET Account # (please include on invoice to insure proper billing)	Student # (as assigned by the Institution)

**Important Information for Purchaser and Student:**

- You can use up to 125 of your available units per academic year in addition to any unused units rolled over from previous years. Find out how many units you have available online at [www.get.wa.gov](http://www.get.wa.gov).
- Please select the number of units you wish to use below. (If you wish to determine the dollar value of your units, multiply the number of units you will use by the 2004-2005 payout value.)
- Do not include units you intend to use for books, off-campus housing or other expenses you intend to have reimbursed. (For reimbursements, complete a **Reimbursement Request Form** online at [www.get.wa.gov](http://www.get.wa.gov) )
- The payout value for 2004-2005 can be found at [www.get.wa.gov](http://www.get.wa.gov) in August 2004.

**GUARANTEED EDUCATION TUITION<sup>1</sup> UNIT DISTRIBUTION-**

**I intend to use my GET benefits as outlined below: (Find your school, then select ONE payment option.)**

Total Units Available for 2004-2005		Unit Value									
<b>Washington State University University of Washington</b>	<b>Central Washington University Eastern Washington University The Evergreen State College Western Washington University</b>	<b>Washington Community and Technical Colleges</b>									
<input type="checkbox"/> 100 units (tuition and state-mandated fees <sup>2</sup> ) dispersed equally over the academic year.	<input type="checkbox"/> Bill GET for tuition and state-mandated fees only, typically 78 GET units per academic year.	<input type="checkbox"/> Bill GET for all (tuition, state-mandated fees, & other fees)									
<input type="checkbox"/> 125 units (tuition, state-mandated fees, other fees <sup>3</sup> , & on-campus housing <sup>4</sup> ) dispersed equally over the academic year.	<input type="checkbox"/> 100 units (applied towards tuition, state-mandated fees, other fees, & on-campus housing) dispersed equally over the academic year.	<input type="checkbox"/> Other (please specify #)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fall</td> <td style="width: 30%;">units</td> </tr> <tr> <td>Winter</td> <td>units</td> </tr> <tr> <td>Spring</td> <td>units</td> </tr> <tr> <td>Summer</td> <td>units</td> </tr> </table>	Fall	units	Winter	units	Spring	units	Summer	units
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I understand that it is my responsibility to monitor the available units in my GET account, as well as the balance in my school account. I agree to inform the school of any changes to the distribution of my GET units. **I understand that charges not covered by GET funds are my responsibility, and that at the discretion of the institution, late fees may accrue on past due charges.**

**I have read and I understand the above statements and I authorize for the above institution to invoice the GET Program for the amounts I have listed above. I also authorize the use of my Social Security Number for identification purposes during the invoice process.**

<b>Signature of Purchaser</b>	<b>Date</b>
<b>Signature of Beneficiary</b>	<b>Date</b>

**Schools: Please see reverse side for invoicing instructions.**

## Information for Schools

### **Please send all invoices to:**

Guaranteed Education Tuition Program  
P.O. Box 43450  
Olympia, WA 98504-3450  
Fax: (360) 704-6273

Note: If you have questions regarding invoicing or a student's GET funds, please call 1-800-955-2318.

### **GET Unit Payout Value:**

The 2004-2005 final unit payout value can be found online at [www.get.wa.gov](http://www.get.wa.gov) in August 2004.

### **Verifying Eligibility:**

Institutions can verify a student's GET eligibility and available units by visiting our secure eligibility roster at <https://fortress.wa.gov/hecb/secure>.

### **Further Information:**

Visit <http://www.get.wa.gov> to learn more about GET and IRS Section 529 Programs.

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<sup>1</sup> The Washington Guaranteed Education Tuition Program, or GET, is a qualified tuition program under Section 529 of the Internal Revenue Service Code. Please consider this a guaranteed source of funding.

<sup>2</sup> State-mandated fees are defined by statute as service and activities fees and operating and building fees. They are billed directly to the GET Program by the educational institution.

<sup>3</sup> Other fees are those fees that individual schools may charge in addition to student and activities fees (i.e., technology fees, health fees, recreation fees, etc.) and are billed directly to the GET Program by the school.

<sup>4</sup> On-Campus housing may be invoiced through the school and cannot exceed the normal amount charged for room and board.

<sup>5</sup> Remaining available units may be used for summer session.